



## Lake Highland Preparatory School Position Announcement

### Facilities Technician

#### About Lake Highland Preparatory School

Lake Highland Preparatory School is Central Florida's premier, private, college preparatory school for Pre-K through 12th grade. When students enter our classrooms, they meet energetic educators who are passionate about what they teach and who focus on developing the greatest potential of each student. Our classes are small, providing the optimal setting for students to be encouraged and inspired.

At Lake Highland Preparatory School, students learn to question, create, challenge, analyze, and speak and write critically. They love learning, and each day we watch them reach for excellence, seek new discoveries, shine on the stage, and thrive in athletics. We not only prepare our students for success in college and beyond, but we also teach them to be compassionate leaders who make ethical decisions.

#### Mission

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

#### Vision

Lake Highland Preparatory School develops and empowers students with noble character, keen intellect, and an enduring love of learning to thrive in a highly competitive, widely collaborative and ever-changing world. The school's "whole child" approach fosters confident, competent, and functional citizens who are intellectually, physically, emotionally, and spiritually prepared to pursue their dreams, achieve their full potential, and successfully cope with life challenges.

#### Summary

Under the direction of the Assistant Facilities Manager; performs, is responsible and oversees the care, maintenance, efficient operation of all facilities and grounds associated with the school operations and events. This position will required to work with outside and inside groups to accomplish various jobs that may be associated with events and activities on and off campus, and possibly work overtime, weekends and holidays if necessary. We are looking for a dynamic self-starter that is customer service driven. This will be a second shift position; typical work hours will be 2 pm -10 pm Monday thru Friday with alternating weekend shifts. Strong "handyman" skills required. This is a full-time benefited position.

We encourage applicants from underrepresented groups to apply.



## **Responsibilities**

*Duties include but are not limited to the following:*

- Perform light plumbing and irrigation.
- Perform light electrical and lighting.
- Perform light carpentry and tile work.
- Perform painting (to a height of 12 feet) and drywall repairs.
- May be required to stand or walk for long periods of time along with standing, stooping, pulling, climbing stairs, pushing carts, lifting should have full use of limbs and be able to lift up-to 85 lbs.
- Perform light trenching.
- Do required PM's.
- Assist in all aspects of property operations.
- Communicate with faculty, staff, administration, and parents concerning repairs, work orders and set-ups.
- Clean up and sanitation of bodily fluid spills.
- Must reply and respond to emails daily when working to keep communication open.
- Must use goggles, mask, gloves, or other related protective equipment supplied to ensure safe handling and use of chemicals and products when using or cleaning up spills.
- Dispose of trash and debris on campus.
- Operate machinery, hand tools and power tools.
- Assist contractors with access to areas as needed.
- Assist LHPA or parents when needed.
- Must be able to read and understand MSDS sheets and other safety material with chemical uses.
- Load and unload supplies as necessary.
- Retrieve items off campus when needed.
- Perform landscaping of playground.
- Apply pesticide (ant only).
- Program AC controllers for proper temperature.
- Move items around campus as needed.
- Monitor and operate elevators.
- Monitor and operate lift stations.
- Assist with general construction projects.
- Open buildings and gates as needed.
- Observe and report maintenance problems to assistant manager.
- Pick up parts as needed (approval of manager/assistant manager required).
- Advise assistant manager of any extra work so a work order can be produced.
- May be required to take calls during lunch times.



- Fill out work orders completely.
- Facilities Worker, Porter, Event Porter and Lead Tech positions will be subject to yearly physical aptitude tests if deemed required to ensure that the person or persons of physically capable of performing their duties as described in the job descriptions.
- It will be completely at the discretion of Lake Highland Preparatory School if we feel it is necessary to keep the quality of work and the work processes up to standards.
- This position will be under the immediate direction of the Assistant Facilities Manager.

#### **Additional Responsibilities:**

- Perform other duties and related tasks as assigned.
- May be required to work outside or inside.
- Should have full use of eyes, being able to identify colors.
- May be required to work holidays, weekends, extended or alternate shifts.
- Must be able to endure long hours of continuous work when called upon to do so.
- Must have ability to follow oral and/or written instructions in English.
- Must hold valid Florida driver's license. You must keep your record clean enough to be able to be accepted by our liability carrier to operate a company vehicle.
- Performs other related tasks as requested by the Facilities Services Department or the Assistant Facilities Manager.

#### **Education/Experience**

- Must have three years of experience in the maintenance, construction field and/or basic knowledge of various maintenance operations and repairs experience with commercial buildings and homes or hold a certificate of training with BOMI or facilities related job.
- Must have basic computer knowledge and skills with email, Microsoft Outlook.
- Must be able to speak and write well enough to effectively communicate within the department and others without disruption of workflow.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

**Background Screening:** LHPS conducts background checks, including fingerprinting and drug testing and may use a third party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Lake Highland Preparatory School is an Equal Opportunity Employer.